~~SECRET//REL TO USA, AUS, CAN, GBR, NZL~~

FAQs

[⊖ Collapse All] [⊕ Expand All]   ⬥ Export FAQ ⌊⌋ Ask a Question

⊖ 📕 (U//~~FOUO~~) **Policy and Records**

   ⊕ 📘 (U//~~FOUO~~) Marking Mechanics *(1 questions)*

   ⊕ 📘 (U//~~FOUO~~) Personal Email for the Conduct of Official Government Business *(1 questions)*

   ⊕ 📘 (U//~~FOUO~~) Committee Charters *(3 questions)*

   ⊕ 📘 (U//~~FOUO~~) Releasibility Markings *(13 questions)*

   ⊕ 📘 (U//~~FOUO~~) SIGINT Exchange Designators *(3 questions)*

   ⊕ 📘 (U//~~FOUO~~) Executive Order 13526 - Original Classification *(8 questions)*

   ⊕ 📘 (U//~~FOUO~~) Executive Order 13526 - Derivative Classification *(3 questions)*

   ⊕ 📘 (U//~~FOUO~~) Executive Order 13526 - Classification Guides *(4 questions)*

   ⊕ 📘 (U//~~FOUO~~) Executive Order 13526 - Access to Classified Information *(2 questions)*

   ⊕ 📘 (U//~~FOUO~~) Executive Order 13526 - Violation of the Terms of the Orders *(1 questions)*

   ⊕ 📘 (U//~~FOUO~~) Derivative Classification Authority Blocks *(7 questions)*

   ⊕ 📘 (U//~~FOUO~~) NSA/CSS Names *(10 questions)*

   ⊕ 📘 (U//~~FOUO~~) SCM Records Management - New Processes and RMO responsibilities for Management *(6 questions)*

   ⊕ 📘 (U//~~FOUO~~) SCM Records Management - Packing & Shipping Records *(4 questions)*

   ⊕ 📘 (U//~~FOUO~~) General Policy Information *(12 questions)*

   ⊕ 📘 (U//~~FOUO~~) Export Control - General Information *(9 questions)*

   ⊕ 📘 (U//~~FOUO~~) Export License *(3 questions)*

   ⊕ 📘 (U//~~FOUO~~) Exemption Letters *(21 questions)*

   ⊕ 📘 (U//~~FOUO~~) FOIA/Privacy Act *(14 questions)*

   ⊕ 📘 (U//~~FOUO~~) Classification Advisory Officers *(11 questions)*

   ⊕ 📘 (U//~~FOUO~~) Classification Guides *(18 questions)*

   ⊖ 📖 (U//~~FOUO~~) Pre-Publication Process *(24 questions)*

     ⊖ ❓(U//~~FOUO~~) My resume was already approved for release without modification

(b)(3) – P.L. 86-36

1/24/2017

by the prepub office. Some of the formatting is off, so I have tried to have it emailed to my unclassified email address (school email), but the process is taking a while as I wait for my ISSM to approve the transfer. Am I allowed to print it out and retype it myself onto my home computer(with the corrected formatting)?

Answer:

(U) Yes. Once your resume is approved you may print it out and retype it at home.

(U) Affiliates must resubmit an approved resume if substantive changes are made to the NSA/CSS-related information contained therein. However, affiliates may make the following edits without need for further review:

- remove information;
- reformat a resume;
- make spelling, syntax or other grammatical alterations; or
- add information to an already approved resume that, in the judgment of a local CAO, will not result in any information becoming classified or protected either as a portion or through compilation.

(U//~~FOUO~~) Should a cover letter designed to explain or enhance a resume be submitted through general prepublication review or through the resume review process?

Answer:

(U) You should submit your resume and accompanying cover letter through the automated resume review system. For detailed instructions for submitting a resume, type "go resume" in your web browser.

(U//~~FOUO~~) How do I submit materials (resume updates etc.) for review once separated from the agency?

Answer:

(U) Complete Instructions for former affiliates to submit any material, including personal resumes, for prepublication review can be found on NSA.gov under the public information tab. However, the short answer is send it through the United States Postal Service to NSA/CSS
ATTN: DJP2, Pre-Publication Review
9800 Savage Road
Suite 6248
Fort Meade, Maryland 20755-6248

(b)(3) – P.L. 86–36

(U//~~FOUO~~) If your resume is "approved with modifications" once you make the modifications do you have to send it through pre pubs again?

Answer:

(U) No. Affiliates must only resubmit an approved resume if substantive changes are made to the NSA/CSS-related information contained therein.

However, affiliates may make the following edits without need for further review:

remove information;
reformat a resume;
make spelling, syntax or other grammatical alterations; or
add information to an already approved resume that, in the judgment of a local CAO, will not result in any information becoming classified or protected either as a portion or through compilation.

○ ?) (U//~~FOUO~~)I work in Q34 and we had a question about "internet postings". Does that include listing you work at NSA on Facebook?

Answer:

(U) NSA/CSS affiliates who have no anonymity concerns may elect to waive the FOR OFFICIAL USE ONLY protection of and publicly disclose their own affiliation with NSA, even on social media sites. However, DJ2 usually recommends not doing that due to OPSEC concerns.

○ ?) (U) How do pre-publication responsibilities differ for NSA/CSS civilian and military employees, contractors, retirees, or other affiliates?

Answer:

(U) How do pre-publication responsibilities differ for NSA/CSS civilian and military employees, contractors, retirees, or other affiliates?
ANSWER: (U) Pre-publication review responsibilities are the same for all current and former NSA/CSS civilian and military employees, contractors*, retirees, and other affiliates.

(U) Any Agency related material that is intended for publication or dissemination to the public must under go a classification review, and information disseminated in one's "official capacity" must undergo a pre-publication review. Agency related material includes, but not limited to:

- Books
- Biographies
- Articles
- Co-op Reports
- Videos
- Book Reviews
- Speeches
- Press Releases
- Internet Postings
- Research Papers

(b)(3) – P.L. 86-36

(U) Public Dissemination in "Official Capacity" - All current NSA/CSS affiliates shall submit for classification review and pre-publication all official NSA/CSS information intended for public dissemination and presented in their

"official capacity." Any information disseminated on behalf of the Agency is considered "official capacity."

(U) Public Dissemination in Private Capacity - All current and former NSA/CSS affiliates shall submit for classification review all official information intended for public dissemination and presented in their "private capacity." Any information disseminated on behalf of an individual is considered "private capacity." For example, an affiliate writing a novel using information learned while working at the Agency is a private capacity prepublication review.

*(U) NSA contractors must submit their requests for pre-publication review through their appropriate NSA Contracting Officer.

(U) Does the public release of source code require pre-publication review?

Answer:
(U) No, the public release of source code does not require a prepublication review. Responsible authorities – Software Developer and Program Manager (PM) – must ensure: 1) the release is within boundaries of the project; 2) a local CAO determination of the information is UNCLASSIFIED; and, 3) all required approvals (e.g. SME, Management, Contracting Officer, Technology Transfer Panel...) were affirmed and provided to the PM.

(U) Is U.S. Government information marked as UNCLASSIFIED automatically releasable to the public?

Answer:

(U) No. UNCLASSIFIED information that is the property of the U.S. Government requires a review and release determination to ensure that the information was properly marked and is authorized for public dissemination.

(U) What coordination is required prior to submission?

Answer:

(b)(3) – P.L. 86-36

(U) Public Dissemination in "Official Capacity" - Request to publicly disseminate information in one's " official capacity" requires management approval*, must be reviewed by a Classification Advisory Officer (CAO) (Field Classification Advisory Officer) knowledgeable of the subject matter, prior to submission.

* (U) Division chiefs and above do not have to obtain higher level management approval. CAOs shall confirm that the management approval submitted with the request is acceptable. In cases where an official pre-publication review request is submitted by an individual in one Directorate and contains information under the purview of another Directorate, management approval from both Directorates is required.

(U) Information submitted in a private capacity never requires management approval.

(U) In cases where an "official capacity" pre-publication review request is submitted by an individual in one Directorate and contains information under the purview of another Directorate, management approval and review by CAO from both Directorates is required.

(U) Public Dissemination in "Private Capacity" - Does not require management approval; however, it still must be reviewed by a Classification Advisory Officer (CAO) (Field Classification Advisory Officer) knowledgeable of the subject matter, prior to submission.

(U) In cases where a "private capacity" pre-publication review request is submitted by an individual in one Directorate and contains information under the purview of another Directorate, management approval and review by CAO from both Directorates is required.

(U) How many days notice should I provide when submitting my pre-publication review request?

Answer:

(U) All materials should be submitted for pre-publication review with 30 days (35 days Senior Officials speaking publicly*) advance notice. The actual length of the review will depend on the length and subject of the material, as well as the amount of additional coordination required.

* (U) All material presented publicly by NSA Senior Officials in their "official capacity" must be approved by Office of the Assistant Secretary of Defense, Public Affairs. DN3 coordinates this approval.

(U) How do I request expedited processing of my request?

Answer:

(U) A request for expedited processing must contain a written justification from the Directorate Chief/Deputy or Chief of Staff identifying mission impact that warrants expedited processing.

(U) Is additional coordination required for Senior Officials who are speaking in their official capacity?

Answer:

(b)(3) – P.L. 86-36

(U) Yes. All material presented publicly by NSA Senior Officials in their "official capacity" must be approved by Office of the Assistant Secretary of Defense, Public Affairs). DN3 coordinates this approval.

(U) What level of management approval is required for pre-publication reviews done in an official capacity?

Answer:

(U) Division level or higher management approval is required. Division chiefs and above are not required to obtain management approval.

○ ? (U) Are co-op reports considered official or private?

Answer:

(U) Co-op reports are considered official because they are an official record of work performed at the Agency and are based on knowledge gained while employed with the Agency. Although co-op reports are official they do NOT require management approval.

○ ? (U) Are resumes considered official or private?

(b)(3) – P.L. 86–36

Answer:

(U) Resumes are a special category of pre-publication review requests that may be approved as appropriate for public dissemination as long as any official information is unclassified and its release will not cause any damage to national security. See ⬚ for information on the resume review process.

(U) Resumes do not require management approval.

(U) Resumes submitted for ICAP or internal positions do not require pre-publication review; however, a classification review should be conducted by a subject matter CAO

○ ? (U) Do I have to submit my college research paper for pre-publication review?

Answer:

(U) If you are attending an external college/university, you must submit your assignment for classification/pre-publication review if the information contained therein is NSA/CSS information or was derived from knowledge gained while employed with the NSA/CSS.

(U) If you are attending a Intelligence Community or Department of Defense War College, you must submit your assignment for classification/pre-publication review if the information contained therein is NSA/CSS information or was derived from knowledge gained while employed with the NSA/CSS.

(U) If you are attending the National Cryptologic School and there is no intent to release your assignment/research paper to the public, there is no need to submit it for prepublication review; however it is still vitally important

○ ? (U) How do I submit my materials for review?

Answer:

(b)(3) – P.L. 86–36

(U) All other EXCEPT those in the Research Directorate (R Group) should submit materials via email to dl pre_pub (for NTs) or pre_pub@nsa (for UNIX), or in hard copy to Pre-publication Review DJP5 SAB2 S2CW113, Suite 6884.

(U//FOUO) Research Directorate affiliates should submit all materials through the R Group CAO, _____ R01, who can be contacted at 961-2592s and _____

◎ ⁇ (U) How will I know if my request is approved?

� Answer:

(U) You will receive an email confirmation from DJ5.

◎ ⁇ (U) May I use approved briefing materials for future public presentations?

� Answer:

(U) Yes, as long as the information has not changed in content or intent. You are also required to coordinate future public presentations with Public and Media Liaison Division, DN3, 963-5825s / _____

◎ ⁇ (U) Who is my CAO (Classification Advisory Officer)?

� Answer:

(U) If you are at Headquarters, your CAO can be found at:

_____

(U) If you are in the field, your CAO can be found at:

_____

◎ ⁇ (U) As a CAO, how will I be able to determine what information is not releasable?

� Answer:

(U) The releasability determination is the responsibility of the office of primary interest, the Classification Advisory Officers, the Declassification Services Division (DJP5) and the Public and Media Liaison Division, DN3. You will be responsible for making a classification determination based on available classification guidance and by utilizing other resources, i.e., technical directors, the OPI and other CAOs who are knowledgeable of the subject matter.

◎ ⁇ (U) Will the CAOs have access to all agency-approved classification/declassification guides?

� Answer:

(U) All guides that can be openly posted on NSANet will be centrally available online, for access by the entire workforce. Guides requiring special protection

due to classification will have a point of contact listed.

⊖ ？(U) Can U//FOUO information be published on an unclassified network that is
a password protected intranet, such as the "XYZ Company" unclassified
internal net?

Answer:

(U) Yes.

⊖ ？(U) And if such information were to be posted on a public access network,
such as the "XYZ Company" external web site, then would a pre-publication
review be needed to authorize such a release?

Answer:

(b)(3) – P.L. 86–36

(U) Yes.

⊕ 📖 (U//~~FOUO~~) SCM Records Management - Record Management Officer
Responsibilites *(3 questions)*

⊕ 📖 (U//~~FOUO~~) Records Management Policy *(3 questions)*

Information Owner: [   ] P109, 720-1481, (email)
Page Publisher: [   ] P13, 972-2511, (email)

Last Modified: September 29, 2015 | Last Reviewed: November 2, 2016

SiteWorks 4.0

DERIVED FROM: NSA/CSSM 1-52, DATED: 20130930, DECLASSIFY ON: 20380930

~~SECRET//REL TO USA, AUS, CAN, GBR, NZL~~